

Equipment Depreciation: Populating the Service Activity Rate Template

To complete the **Equipment Depreciation** tab in the **Service Activity Rate Calculation Template**, you need to run the Equipment Depreciation Webi Report first. Then, you copy the appropriate data from the Webi report and paste it into the **Service Activity Rate Calculation Template**.

Step	Task
1.	You should already have run the Webi report to determine the Fixed Assets. See the Equipment Depreciation: Running the Webi Report job aid for assistance.
2.	Open the saved Equipment Depreciation Report in Excel. On the New , 3E , and Non 3E tabs delete the blank column A on each tab.
3.	Open the Service Activity Rate Calculation Template or open a previously saved version if adding data to an existing rate calculation Excel file.
4.	Click the Newly Purchased Equipment tab in the Webi Report.
5.	Verify which items listed are allowable for the service activity you're reporting on. You'll copy these items into the template.
6.	Select and copy the proper items to the clipboard. Do not include items related to federally sponsored projects (fund type 4A) or active non-federal sponsored project funds.
7.	Click the Equipment Depreciation tab in the Service Activity Rate Calculation Template . NOTE: Scroll down below the instruction section to see the different types of equipment headings.
8.	Paste the items onto the Equipment Depreciation tab under the New Equipment heading. NOTE: If you're pasting more rows than available, right click and insert copied cells instead.
9.	Click the Fund Type 3E Equipment tab in the Webi Report.
10.	Verify the items listed are allowable for the service activity you're reporting on.
11.	Select and copy the proper items to the clipboard
12.	Click the Equipment Depreciation tab in the Rate Calculation Template .
13.	Paste the items onto the Equipment Depreciation tab under the 3E Equipment heading. NOTE: If you're pasting more rows than available, right click and insert copied cells instead. Also, the Net Asset Value column includes a sum that is linked to the Adjusted Fund Balance tab.
14.	Click the Non 3E Equip with Entity Codes tab in the Webi Report.
15.	Verify which items purchased, if any, are being used for the service activity you're reporting on.
16.	Verify that these items were not included in the University of Illinois Facilities and Administrative (F&A) rate calculation. Please contact Government Costing if you have any questions.
17.	Select and copy the proper items to the clipboard.
18.	Click the Equipment Depreciation tab in the Rate Calculation Template .
19.	Paste the items you copied onto the Equipment Depreciation tab under the Non-3E Equipment heading. NOTE: If you're pasting more rows than available, right click and insert copied cells instead.

Step	Task
20.	If you're including projections for new equipment that you haven't bought but will buy, fill out the section under the projections heading of the Equipment Depreciation tab in the Service Activity Rate Calculation Template . This information comes from department files. NOTE: If including projected equipment, also paste a screenshot or image of the related requisition(s) or purchase order(s) below the projections section.
21.	Click the File button.
22.	Click the Save button if adding data to an existing Service Activity Rate Calculation template. NOTE: If creating a new template, click the File button, Select Save As , locate a place to save, name your Service Activity Rate Calculation template, and then click the Save button.